DISCLAIMER: These Standard Operating Procedures (SOP's) are for the exclusive use of Navy Public Works Center (PWC) Norfolk. They are promulgated as guidance for their NAVFAC Commands. If intended to be used by other activities, they must be tailored to each activity's particular requirements and must be reviewed/approved by the activity's safety professionals prior to use.

NAVY PUBLIC WORKS CENTER
NORFOLK, VIRGINIA
UTILITIES

STANDARD OPERATING PROCEDURE / JOB HAZARD ANALYSIS

TITLE

PIER VAULT AUXILIARY EQUIPMENT PREVENTATIVE MAINTENANCE

PROCEDURE NUMBER

622.4 ELE 16

SIGNED:_____

(DATE)

APPROVED:_____

(DATE)

SAFETY PROFESSIONAL:_____

(DATE)

MANAGEMENT OFFICIAL:_____

(DATE)

REVISION **A**

PIER VAULT AUXILIARY EQUIPMENT
PREVENTATIVE MAINTENANCE

DISTRIBUTION

CODE	REV/DATE	REV/DATE	REV/DATE	REV/DATE	REV/DATE	REV/DATE	REV/DATE
620							
622							
610							
610.E1							
601A							
30A							
09A							
216							
226							
236							
622.4							

PIER VAULT AUXILIARY EQUIPMENT
PREVENTATIVE MAINTENANCE

REVISIONS

REV	DESCRIPTION	SIGNATURE	DATE
A	Initial Issue.	David Midgett	9/6/96

PIER VAULT AUXILIARY EQUIPMENT
PREVENTATIVE MAINTENANCE

Purpose:
Procedure to perform preventative maintenance on auxiliary equipment located in above and below pier vaults. The pier vault will be de-energized and properly prepared for entry per reference SOPs prior to PM work. The vault will be re-energized per reference SOPs after PM is complete.

Potential Energy Sources:
1. 480, 208Y120 volt vault alternate power.

Tools and PPE:
Tools: Small hand tools, ladder, cleaning equipment, and voltage tester. PPE: Safety glasses, work gloves, and safety shoes.

References:
1. PWC Occupational Safety and Health Program Manual, PWCNORVAINST 5100.33E
2. Occupational Safety and Health Standards for General Industry (29 CFR PART 1910): Subpart I, Personnel Protective Equipment; Subpart R, Electrical Power Generation / Transmission / Distribution; Subpart S, Electrical
3. SOP WC 622 HVE 013, Hazardous Energy Control(Lockout/Tagout)
4. SOP 600HVE2, Entering Above Ground Vault On Pier
5. SOP 600HVE4, Entering Below Pier Electrical Vaults
6. SOP 600HVE8, Electrical Manhole Entry
7. SOP 600HVE3, Exiting Above Ground Pier Electrical Vaults
8. SOP 600HVE5, Re-Energizing Below Pier Electrical Vaults.
9. SOP 622,4 ELE 12, Shore Power Low Voltage Circuit Breaker Maintenance - Annual Maintenance.
10. SOP 622.4 HVE 1, Tapping 120/220 Volt Temporary Control Power in Below Pier Vaults.

Procedures:

(Correct deficiencies found.)

Intake and Exhaust Fans

1. Inspect fan controller and controller enclosure for damage.

2. Check all fan controller electrical connections. Connections should be clean and tight.

3. Inspect the fan, fan housing, and fan motor for damage.

4. Check for worn fan and motor bearings. Lubricate the bearings.

5. Check fan drive belts for looseness and wear.

6. Inspect ductwork for damage.

7. Check fan operation via manual control. Ensure both slow and fast speeds are operational.

8. Check fan operation via automatic control by moving thermostat set points. Ensure both slow and fast speeds are operational. Be sure to place set points back in original position after checks.

Vault Lights And Receptacles

9. Ensure all vault lights are working.

10. Check vault receptacles and receptacles enclosures for damage.

Sump Pump

11. Clean out trash in sump pit.

12. Check sump pump. Ensure intake is not clogged.

13. Check for proper sump pump operation.

Vault Power Panel

14. Check the condition of the vault power panel and it's breakers. Clean out the enclosure and check electrical connections for tightness.

15. Inspect the vault power transformers for readily apparent damage.

16. Inspect the vault's transfer switch if present. Verify that the vault alternate power transfer switch has properly operated.

Vault

17. Sweep vault floor. Remove all trash and debris.

18. Check entire vault for evidence of water infiltration.

19. Remove all abandoned equipment.

20. Verify that the vault high water and high temperature alarms are working.

END